

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Correction, Community Supervision
Principal Use Office/Warehouse/Other	Office
Employee Headcount at Premises	10
Transaction Number	TR. 16-05-933

	Desired	Alternates Accepted
Service Area and Boundary Requirements	Campbell County preferably within or near Jacksboro or LaFallotte with convenient access to courthouse.	NO
Parking Requirements	<u>19</u> Spaces Requested Paved, lighted, striped and free parking for a minimum of 9 spaces for staff and 10 general spaces for clients. The parking provided shall include handicap parking to meet the relevant code requirements. Preferred: Agency requests 3 secured spaces for State vehicles and staff separate from clients, if space allows.	
Usable & Rentable Contiguous Square Footage	<u>3,600 – 4,000</u> USF <u>3,900 – 4,300</u> RSF Preferred: One level ground floor <ul style="list-style-type: none"> Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. Proposals with square footages having a <u>10%</u> deviation up will not be considered an alternate. The actual square footage required will be determined by programming and space planning. 	
Special Buildout and Other Specifications	Turnkey buildout in accordance with Schedule 1, Schedule 2, Schedule 3 and Pro Forma Pre-Bid Lease Exhibit D. Adherence to zone separation is necessary. All State leased offices are required to obtain State Fire Marshall Office approval or waiver	
Term Length	Seven (7) years with three (3) 1 year renewal options (or any combination up to 10 years)	YES
Commencement Date	On or before February 1, 2019 in accordance with Lease, Exhibit A, Paragraphs 19 & 20.	

Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	
Terms and Conditions	As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnrfp.com https://www.tn.gov/generalservices/real-estate-/lease-management/lease-proposal-requests--lprs-.html underneath "Standard Forms" at "Lease Template" Comments to the Lease Template is required with submission of the Lease Proposal Quotation Form.	
Utility, Services and Other Costs	Preference is for Full Service Gross lease with no pass throughs, however, Proposal can be quoted as Full Service or Modified Gross with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for Modified Gross consideration.	YES

Communications:

Interested parties must direct all communications regarding this procurement to the leasing coordinator the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: rfp.coordinator@tn.gov

The completed "Lease Proposal Form" aka Lease Proposal Quotation Form must be submitted as follows no later than Friday, February 2, 2018 by 4:00 p.m. (Central time).

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent 'returned receipt requested' and confirm email is received)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office space. The preference is for one level to implement concept prototype floor plan identified below. While not a requirement to bid, preference may be given to locations at least 1,000 feet from the property line of any school, licensed day care center, other child care facility, public park, playground, recreation center or athletic field available for use by the public. This department provides case management and monitoring of probationers and parolees. The office will supervise sex offenders. Landlord furnishes window treatments (i.e. metal blinds). See also Pre-bid draft lease Exhibit D for General Specifications and Interior Design Standards.

Attached:

Schedule 1: Space Needs Analysis

Schedule 2: Concept Study (example floor plan)

Schedule 3: Preliminary Zone Placement Summary Sheet

Schedule 4: Fixed Window sample elevation

SCHEDULE 1**SPACE NEEDS ANALYSIS**

5/27/2016

Space Needs Analysis Report

SNA Number: 32901-07-01

Agency: TDOC Campbell Co.

Description: Jacksboro, TN

Prepared by: FMG

Checked by:

Personnel Total: 10 SNA Date: 5/27/2016

Type	Standard	Description	Wall	Area	Count
P	00000	Spectrum Trainer	O	64	1
Contract Employee. In office 25% to 49% of time.					
P	00000	120 Day Employees	O	51	2
Also used for Volunteers and Interns.					
P	71843	PP Officer 3	O	64	1
In office 25% to 49% of time.					
P	78142	PP Officer 2	O	64	5
In office 50% to 74% of time.					
P	78144	PP Manager 1	H	120	1
S	BR	Break Room	H	120	1
With base and wall cabinets countertop with sink. Lessor to provide a minimum of 3 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave and refrigerator.					
S	CIR	Client Interview Room	HA	72	2
Used for conducting interviews with clients without the need for client to leave the waiting room area. Each room will require 2 doors. 1 - accessible from waiting room (for client use) and 1 - accessible from staff office side of waiting room (for staff use). Each room will be separated by a wall with pass thru glass window between client and staff with each side having a 2' deep worksurface.					
S	CR	Conference Room	H	175	1
Seating for 10 people. Room will also be used for training.					
S	CWS	Computer Work Station	O	64	1
Space for NCIC/TIES computers.					
S	DTR	Drug Testing Room	H	100	1
With watercloset, countertop with sink.					
S	DTWA	Drug Test Waiting Area	O	100	1
S	E	Enclave	H	120	1
S	FSR	File Supply Room	H	140	1
Includes space for 1 - Storage Cabinet, 4 - Vertical File Cabinets and 5 - Lateral File Cabinets.					
S	GIR	Group Intake Room	H	195	1
S	IR	Interview Room	H	120	1

Space Needs Analysis Report v1.0 (Archibus)

5/27/2016

Page: 1

S	MA	Mail Area	O	24	1
S	MFC	Multi-Function Copier	O	50	1
S	SA	Supply Area	H	64	1
S	SRC	Shared Reception Cubicle	O	51	1
Shared use by all staff to service clients in waiting room.					
S	TC	Telecom. Closet	None	0	0
Telephone and computer equipment can be housed in a wall mounted remote equipment cabinet (supplied by State). Lessor to provide a 120V/ 20 amp. dedicated circuit with isolated neutral where cabinet is located.					
S	WR	Waiting Room	HA	250	1
Space for 8 chairs and One - kiosk fee paying machine. With transaction countertop and locking sliding pass thru window to shared reception cubicle. Waiting room will need direct access to one - single stall unisex client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.					

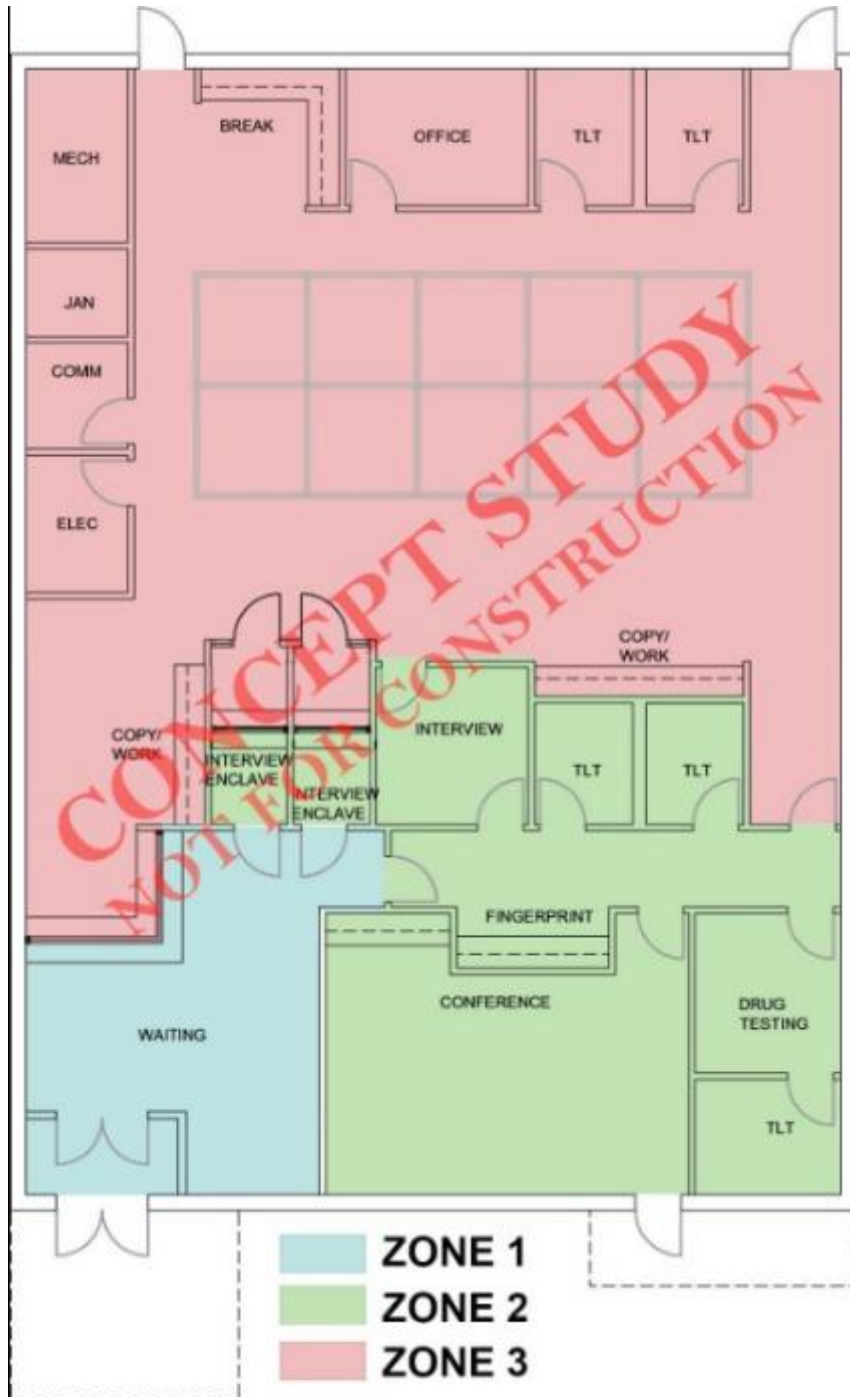
Comment:

SNA Number: 32901-07-01

Major Circulation: 30% 834
Total Area Needed: 2,780
GRAND TOTAL: 3,614 MIN. USABLE

SCHEDULE 2

CONCEPT STUDY (example floor plan)



SCHEDULE 3

PRELIMINARY ZONE PLACEMENT SUMMARY SHEET (Subject to revision in final plan approved by State design team)

Zone 1: Zone 1 is for public use.

- Waiting Room Area (250 sf)
 - Space for 8 chairs and one-kiosk paying machine.
- Client Restroom (1 unisex ADA)

Zone 2: Zone 2 is for Client/Staff Interaction

- Two (2) Client Interview Rooms (72 sf ea) immediately off Waiting Room Area with transaction glass separating client and staff.
- Drug Testing Room (100 sf)
- Drug Testing Waiting Area (100 sf)
- Enclave (120 sf)
- Group Intake Room (195 sf)
- Interview Room (120 sf)
- Conference Room (175 sf)

Zone 3: Zone 3 is for staff only.

- Staff restroom(s)
- Break Room (120 sf)
- File Supply Room (140 Sf)
- Supply equipment room
- Telecom Closet (wall mount)
- Janitorial Closet (25 sf) (may be in another zone)

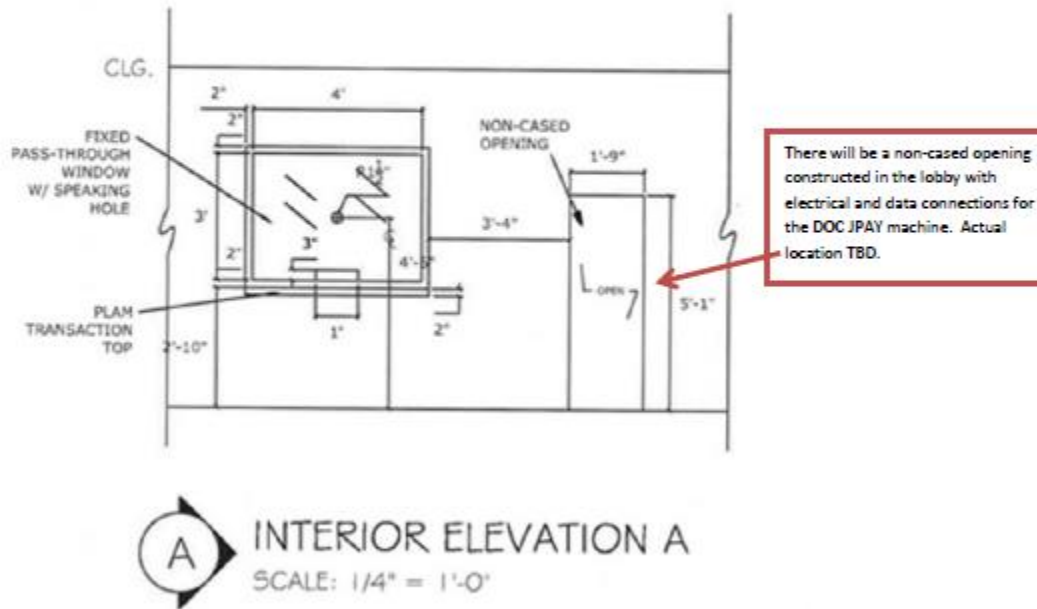
Open Office (cubicles and work space)

- Shared Receptionist Cubicle (51 sf) (this needs to be in secured Zone 3, but also open to Zone 1 in waiting room)
- Two (2) 120 day employees (51 sf ea)
- Seven (7) Employee Cubicles (64 sf ea)
- Computer Work Station (64 sf) (for NCIS/NEIS station)
- Mail area (24 sf)
- Multi-function copier (50sf)

SCHEDULE 4

Fixed Window Sample Elevation

Department of Correction locations require a fixed window with a voice hole and pass through countertop for all Client Interview Rooms and Reception Windows.



FIXED WINDOW SAMPLE ELEVATION

NOT FOR CONSTRUCTION
**NOTE: This space plan, including furniture layout, has been developed based on programming information and input from the State of Tennessee and is considered to be the design intent. The Architect of Record will utilize this information to develop complete construction documents in compliance with applicable codes and regulations.

STATE OF TENNESSEE
DEPT. OF GENERAL SERVICES
STREAM
WRL Tennessee Tower, 24th
312 Rosa L. Parks Ave
Nashville, Tennessee 37243